



GSA Advantage!

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**Direct Access to GSA Advantage!**

Purchasing on *GSA Advantage!* has just gotten easier. Go directly to *GSA Advantage!* to shop, browse and compare products on-line at www.gsaAdvantage.GOV.

Free GSA Advantage! Training

To make it easier for new customers and experienced customers wanting a refresher we have added a *GSA Advantage!* tutorial on-line. It's easy, it's fast and most importantly it is informative. Products and services at your fingertips that meet Federal Acquisition Regulations (FAR) as well as other mandatory purchasing requirements. Let GSA help take the stress out of purchasing - visit us on-line today.

Log on to the *GSA Advantage!* website, www.gsaAdvantage.GOV. Start your training with one quick click to view the slide presentation. The basic tutorial takes you step by step through a typical order where you will learn to:

- Browse our Stores
- Search the Database
- Purchase with an AAC or Government Purchase Card
- Access "Product Listings"
- Access Information
 - Descriptions
 - Delivery Terms
 - Pricing
 - Business Size
 - Points of Contact
 - And much more....
- Identify Symbols (Mandatory Sources & Environmental)
- Find "Options" and "Accessories" to go with Your Purchase
- Park Your Shopping Cart
- Review and Place Your Order
- View Order Summary
- Check "Order History/Status"

Please send your questions or comments to GSA.Advantage@gsa.gov or contact us at (703) 305-7359.

N E W S F L A S H

Planet GSA: Buy Green, Build Green, Drive Green, and Save Green.

Let GSA be your source for everything from office supplies to industrial cleaners.



Your supply solution for:

- Office Supplies
- Industrial quality tools
- Commercial cleaning products